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THE UNIVERSITY OF CHICAGO
FOUNDED BY JOHN D. ROCKEFELLER

THE DECENNIAL PUBLICATIONS

THE UNIVERSITY PRESS

The Decennial Publications

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THE UNIVERSITY OF CHICAGO
FOUNDED BY JOHN D. ROCKEFELLER

THE DECENNIAL PUBLICATIONS

THE UNIVERSITY PRESS

PRINTED FROM VOLUME I

CHICAGO
THE UNIVERSITY OF CHICAGO PRESS
1904

THE UNIVERSITY PRESS

To the President of the University:

SIR: I submit herewith a report on the University Press for the ten years ending June 30, 1902:

I. ORIGIN AND ORGANIZATION

In the development of a great institution of learning publication of the literary and scientific contributions of members of the teaching staff has always been fraught with grave problems, because of the difficulty in securing adequate financial assistance to carry on even the more important undertakings. The experience of those engaged in the task of securing funds for educational purposes uniformly has been that it is vastly more easy to interest capital in a building needed for a college or university than it is to secure support for the endowment of instruction; and the question of making available to students in general the results of scientific research has been equally serious. As a consequence, much scientific material in America has remained unpublished, because it has not been possible to interest capital in the development of a business organization adequate to place scientific books and periodicals in the regular trade channels with profit.

The idea of a press controlled by a university was first worked out in England, and the great example of what may be accomplished is found at Oxford, where a mammoth institution has grown up, its origin dating back to the fifteenth century. In its scope it covers the entire field of printing and publishing. The varied processes of engraving, lithographing, printing, etc., are conducted, printing materials manufactured, and the finished product distributed or sold. In America, however, the idea has been slow of development and until very recently the scientific output of our institutions of learning has been left to commercial houses under uncertain and changing arrangements.

That a University Press should form an integral part of the University of Chicago was prominent in the minds of the founders at an early stage in the organization of the institution. The possibility of combining the large volume of miscellaneous printing required by such an institution with the work of issuing its several scientific periodicals already undertaken furnished a foundation on which to build. From this beginning it was hoped that it might be possible to develop an organization which would care both for the circulation of its magazines and for the distribution of the official documents of the University, as well as for the sale of books and pamphlets, the publication of which was in contemplation. No published plans, however, are found for this work prior to the opening of the University in 1892. In the announcement of the several Bulletins bearing on the organization of the University of Chicago one was to be devoted to The University Press, but the document was never issued, and the first outline in printed form of an organization is found in a collation of the statutes of the University, bearing date of June 27, 1893,[1] embodying the actions of the Trustees prior thereto. At the close of the fiscal year 1892–93 plans of organization had been adopted which recognized The University Press as one of the five Divisions of the University, with separate departments of Manufacturing, Publication, Purchase, and Retail. Provision was made for the general management to be in the hands of a Director, with a Board of Administration appointed from the University Faculties. While plans were being matured for the opening

[1] *Annual Register* of the University of Chicago, 1892-93, pp. 3-8.

P 13351

of the University, its bulletins and miscellaneous announcements[2] were parceled out to various commercial printing firms, generally bearing, however, the imprint of "The University of Chicago Press."

The earliest recommendation looking toward the organization of The University Press was made April 11, 1892, when a communication was presented to the Board of Trustees from Messrs. D. C. Heath & Co., of Boston, outlining a plan of co-operation between the University of Chicago and a printing and publishing house to be incorporated on a separate basis, the same to be known as The University of Chicago Press. The proposition contemplated that the new corporation should provide a printing plant adequately equipped, a bookstore at the University, and an organization for the purchase of library books, and laboratory supplies and equipment. It was further stipulated that the new corporation should be the exclusive agent of the University in all matters of printing, publishing, and purchasing. At a meeting of the Board of Trustees of the University held May 17, 1892, the proposition was accepted, and a contract based thereon was authorized and afterward duly executed between the parties, its agreements being made effective from and after July 1, 1892, The University of Chicago Press in the meantime having been incorporated under the laws of the state of Illinois. Business was conducted under this agreement until July 1, 1894, at which time, by mutual consent, the contract was canceled as of that date, and the transactions thereafter were conducted by the University as its directly administered University Press, its imprint continuing to be "The University of Chicago Press."

II. SCOPE AND MANAGEMENT

I. PERIOD OF PRIVATE OWNERSHIP (1892-93 AND 1893-94)

During the first fiscal year the administrative organization was as follows: Director—Daniel C. Heath; members of the Board of Administration—President William R. Harper, Chairman; Recorder Charles R. Henderson, Secretary; and Messrs. Eri B. Hulbert, J. Laurence Laughlin, Henry H. Donaldson, Ira M. Price, and Francis A. Blackburn.

During the first year special attention was given to the organization of the manufacturing plant and to the retail sale of books and stationery. The operations of the manufacturing plant were conducted in connection with the firm of R. R. Donnelley & Sons Co., at 144 Monroe street, and temporary quarters for the Purchase and Retail Department were provided in Cobb Lecture Hall, Fifty-eighth street and Ellis avenue.

At the beginning of the second year, July 1, 1893, Director Heath found it impossible to continue his active connection with the affairs of The University Press, and Mr. Charles W. Chase was appointed Vice-Director. The Administrative Board, with the exception of the Recorder, who was succeeded by Mr. Howard B. Grose, was continued.

During the first half of the second year, with the increasing volume of business, it became apparent that the plans which had been made for carrying on the manufacturing interests were inadequate. From the editorial standpoint it was found to be a great inconvenience to have the mechanical department so far from the University, and, looking into the future, it was evident that The University Press, as an institution, could not be successfully operated without closer contact with the University itself. The situation was presented to the Board of Trustees by its Committee on Organization and Faculties January 30, 1894. After a discussion extending over several weeks, a new proposition was made and accepted by the Board of Trustees April 3, 1894, providing for the purchase of the equipment and stock of The University of Chicago Press and for the termination of its business as a private corporation.

[2] All documents issued prior to July 1, 1892, are now out of print.

Pending organization under the direct control of the University, the affairs were in the hands of a special committee composed of Messrs. William R. Harper, Henry A. Rust, and Edward Goodman.

II. PERIOD OF UNIVERSITY OWNERSHIP (1894-95 TO 1901-2)

The assumption of financial responsibility on the part of the University resulted in an enlargement of the field of activities anticipated by few of those interested in the undertaking early in its inception. The manufacturing plant, which consisted largely of body type, with a small job equipment, was transferred from the down-town district to the University Quadrangles and located in the temporary gymnasium and library building near the corner of Fifty-seventh street and Lexington avenue. As occasion demanded, the equipment was increased, so that in a short time all composition was done at first hand.

Mr. Charles W. Chase was advanced from the position of Vice-Director to that of Director, dating from July 1, 1894, which position he held for the succeeding two years. The personnel of the Administrative Board during this period was as follows: President William R. Harper, Chairman; Recorder Howard B. Grose, Secretary; and Messrs. Eri B. Hulbert, J. Laurence Laughlin, Henry H. Donaldson, Ira M. Price, and Francis A. Blackburn. Recorder Howard B. Grose, as Secretary of the Board, was succeeded by Mr. George S. Goodspeed during 1894-95. The field of the Purchase and Retail Department was enlarged, and special attention was given to the method of procuring library books.

In the spring of 1896 Director Chase was obliged by ill-health to resign his position, and was succeeded by Mr. Hazlitt Alva Cuppy. During Mr. Cuppy's administration, which extended over the fiscal year 1896-97 and a portion of the following year, the lines of work already organized were developed, special efforts being given toward increasing the circulation of the several departmental journals which had been established. Under Mr. Cuppy's guidance a substantial advertising patronage was secured, which has since enjoyed material increase. With the enlarging field of the journals it was found necessary to provide more adequate office room, and administrative quarters were assigned to The University Press in the Hull Botanical Laboratory, near the corner of Fifty-seventh street and Lexington avenue.

During the year 1896-97 the Administrative Board was made up as follows: President William R. Harper, Chairman; Recorder George S. Goodspeed, Secretary; and Messrs. Hazlitt Alva Cuppy, J. Laurence Laughlin, Thomas C. Chamberlin, John M. Coulter, Albion W. Small, George E. Hale, Charles H. Thurber, Eri B. Hulbert, Henry H. Donaldson, Francis A. Blackburn, Ira M. Price, and Ernst Freund. The enlargement of the Board was brought about by the increase in the number of departmental journals. The membership remained the same during 1897-98 and 1898-99, with the one change in the Directorship of The Press.

In the spring of 1898 Mr. Cuppy resigned his position as Director of The University Press, and was succeeded by Mr. Ned Arden Flood, who held the position until January, 1900. During Mr. Flood's connection with The Press special attention was given to perfecting the details of the various lines of organization, with emphasis on a revision of the system of accounting. A representative was employed whose entire time was given to the interests of the advertising department of the several journals, and it may be said that the faithful work of Mr. Flood opened the field for the more extensive enterprises which have since been undertaken. In January, 1900, Mr. Flood was succeeded by the present Director. Since that time attention has been given especially to the publishing interests of The Press, to perfecting the system of purchasing laboratory supplies and equipment, and to the differentiation of the various lines of work operating on separate bases.

In the spring of 1900 several members of the Administrative Board resigned, making new appointments necessary. Since July 1, 1900, the Board has been constituted as follows:

President William R. Harper, Chairman; the Recorder, *ex officio*, as Secretary; the Director of The University Press, *ex officio;* and Messrs. Thomas C. Chamberlin, John M. Coulter, J. Laurence Laughlin, Albion W. Small, George E. Hale, Shailer Mathews, George E. Vincent, James R. Angell, Ernst Freund, and Francis W. Shepardson.

III. DEVELOPMENT OF THE WORK

I. GENERAL

Before entering upon a detailed statement of the operations of the several departments of The University Press, as they exist at the present time, it will be of interest to survey the results of the work for the ten years as a whole.

Brief mention has been made above of the plans developed under private control during the first two years of the University's existence. The expenses to the University of the operations of the period amounted to $104,523.72. The income from appropriations and receipts amounted to $94,243.55, which left a deficit of $10,280.17. During this time very little attention was given to the development of a publishing organization. The routine printing of the University, and other manufacturing interests, together with the collection of the subscriptions of five periodicals, which had been undertaken, and the purchasing of library books and laboratory supplies and equipment, employed the energies of those engaged in the work. It was left for the management under University control to solve the difficult problems of publishing which must be the ultimate aim of a University Press.

At the beginning of the third year, July 1, 1894, when the University assumed ownership of The University Press, the valuation of its properties was estimated at about $19,000. This included the plant of the mechanical department, a stock of books and stationery, and the publication rights in the few books and journals which had been undertaken. Under the new conditions the work of the next two years was largely experimental, as had been that of the first two years, and, as may have been expected, the operations were conducted at a financial loss.

The years 1896–97 and 1897–98 mark a development in organization, but while great advance was made in effectiveness, financial conditions did not improve. At the close of the year 1898–99 the expenses had reached $167,290.95, with receipts amounting to $162,955.84, leaving a deficit for the single year of $4,335.11. At this point the adoption of certain economies in operation brought about a marked improvement in the financial showing for the first half of the next year, with the result that the year ending June 30, 1900, showed a net gain of $2,553.12, the receipts for the period being $167,907.47, with expenses amounting to $165,354.35. Since that date it has been possible to maintain a creditable financial record, and the year ending June 30, 1902, resulted in a net gain of $3,685.16. The volume of business was considerable, the receipts being $242,994.17, with expenses amounting to $239,309.01.

The following comparative statement will be of interest as showing the volume of business and financial outcome for the past four years:

TABLE I

Year	Receipts	Expenses	Results
1898–1899.	$162,955.84	$167,290.95	$4,335.11 loss
1899–1900.	167,907.47	165,454.35	2,453.12 gain
1900–1901.	158,681.80	157,512.06	1,169.74 gain
1901–1902.	242,994.17	239,309.01	3,685.16 gain

The status of the business as a whole may be ascertained from the following statements for the fiscal year ending June 30, 1902:

TABLE II

EXPENSES AND EARNINGS FOR THE YEAR ENDING JUNE 30, 1902

Expenses:		
Inventory June 30, 1901	$ 19,773.58	
Work in progress June 30, 1901	2,844.36	
Manufacturing plant depreciation	1,169.08	
Purchases, stock, merchandise, equipment, etc.	136,968 10	
Pay-roll	35,641.86	
General expense	41,880.79	
Rent	625.14	
Repairs	140.00	
Heat	256.10	
Gain	3,685.16	
Earnings:		
From University Journals		$ 36,978.72
From University Departments		108,284.94
Inventory work in progress		6,362.89
From sundry accounts		63,449.07
Inventories merchandise and stock		27,908.55
	$242,984.17	$242,984.17

TABLE III

ASSETS AND LIABILITIES JUNE 30, 1902

Assets:		
Cash	$ 1,330.73	
Inventory stock, Retail Department	13,708.21	
Manufacturing Department	10,521.77	
Inventory stock, Manufacturing Department	2,621.99	
Inventory work in progress, Manufacturing Department	6,362.89	
Furniture	797.74	
Inventory stock, Publishing Department	11,578.35	
Chicago Post-Office deposit	200.00	
Accounts receivable	15,363.80	
Liabilities:		
The University of Chicago[3]		$62,485.48
	$62,485.48	$62,485.48

It is natural to expect in developing any new business undertaking that satisfactory organization will be reached only through a series of readjustments. This has been especially true in the history of The University Press, and definite policy, so far as it exists at present, is the result of experience. Authority for the existing management of affairs is found in the Constitution, which is a formulation of enactments of the Board of Trustees. The document is intended as a guide in conducting the business and has been constructed to meet conditions as they have arisen. The text of the Constitution is as follows:

ARTICLE I

1. The general organization of the work of The University of Chicago Press shall be as follows:
   A. *Manufacturing Department.*
      To include:
      a) Composition and press work at first hand.
      b) Composition and press work at second hand.
      c) The manufacturing of books, stationery, etc.
      d) Purchase of stock, supplies, and necessary additions to plant.

[3] In an independent business the account known as The University of Chicago would be divided in Capital, Profit and Loss, and Accounts Payable.

B. *The Publication Department.*
To include:
a) The publication of the University journals.
b) The publication of all University literature, *e. g.*, the *Register*, *Circular of Information*, etc.
c) The publication of books, pamphlets, etc.
d) The publication of books, pamphlets, or periodicals for others.

C. *Purchase and Retail Department.*
To include:
a) The purchase and sale of books for the retail trade.
b) The purchase and delivery of books for the general and departmental libraries.
c) The purchase and delivery of stationery and supplies for the offices and Departments of the University.
d) The purchase and delivery of permanent laboratory equipment, specimens, etc., and of current laboratory supplies.

ARTICLE II

1. All orders and purchases falling within the scope of Article I shall be made in the name of the University of Chicago.
2. All assistants and employees necessary for carrying on the work as specified in Article I and as indicated in Schedules A, B, C, and D, attached hereto, shall be employed by the Director with the consent and approval of the President of the University.

ARTICLE III

1. The following regulations shall be established for the conduct of the Manufacturing Department:
   A. It shall be understood, for all work involving expense to the University, that a special appropriation shall be made covering the cost of the same, and that no copy shall be accepted or work undertaken to be charged to any department that is not accompanied by the proper requisition, which requisition shall be signed by the Secretary of the University and shall state specifically the Department or appropriation to which the job of work is to be charged.
   B. For all University work a separate bill for each job shall be given indicating to which Department it is to be charged.
   C. The price of work on all jobs shall be reckoned to include (*a*) the actual cost of the same, (*b*) the salaries of the superintendent and bookkeeper of the Manufacturing Department, after which 18 per cent. shall be added to the work actually done in connection with the Press plant (8 per cent. of the same being the proportionate percentage of the 40 per cent. of the general salaries and 10 per cent. of the same being for the maintenance of the Manufacturing Department), and further that 10 per cent. be added to the outside cost on each job (8 per cent. being the proportionate percentage of the general salaries and 2 per cent. for general expense).
   D. A finished copy of every job shall be preserved in the office of The Press, and every job shall bear an office number.
   E. Contracts for presswork, binding, etc., shall be made upon a basis of bids submitted to the Director.
   F. The wages of compositors and other workmen in this department shall be paid weekly.
   G. Of the general salaries as per Schedule A, hereunto attached, 40 per cent. shall be charged to this Department, together with all the special salaries of the superintendent and bookkeeper of the Manufacturing Department, and 10 per cent. of the bill clerk.
   H. A monthly report of the business shall be submitted to the President of the University.

ARTICLE IV

1. The following regulations shall be established for the conduct of the Publication Department:
   A. It shall be understood that this department shall be responsible for the business management of the various University journals and for diligent and active efforts, in connection with the editors of the same, to increase the circulation and advertising patronage of each; and further

that this department shall be responsible for the business management of all publication enterprises which may be entered into from time to time.

B. Copyrights shall be procured by the Director in the name of the University of Chicago.

C. Of the general salaries as per Schedule A, hereunto attached, 40 per cent. together with the salaries of the subscription clerks and advertising representatives, and 10 per cent. of the salary of the bill clerk shall be charged to this department.

D. A monthly report of the business shall be submitted to the President of the University.

ARTICLE V

1. The following regulations shall be established for the conduct of the Purchase and Retail Department:

A. The Director shall have authority to order such books, stationery, supplies and equipment as in his judgment are needed from time to time to supply the retail trade.

B. In general the selling price of books to the retail trade shall be 12 per cent. above the cost price, the latter to include transportation charges.

C. Purchases to be charged to any department of the University shall be made in accordance with regulations specified from time to time, and it shall be understood that books for the general and departmental libraries, and equipment and supplies for the laboratories, and supplies for the offices and various departments, shall be billed at an increase of 5 per cent. over the cost price, the latter to include transportation charges.

D. Of the general salaries as per Schedule A, hereunto attached, together with the salary of the chief clerk of the Purchase and Retail Department, and all other special salaries as per Schedule D, hereunto attached, and 20 per cent. of the salary of the bill clerk, shall be charged to this department.

E. A monthly report of the business shall be submitted to the President of the University.

GENERAL AND SPECIAL SALARIES

SCHEDULE A

(General Salaries)

The Director.
Head bookkeeper.
Assistant bookkeeper.
First stenographer.
Second stenographer.
Shipping and mailing clerk.

SCHEDULE B

(Special Manufacturing Department Salaries)

Superintendent.
Record keeper.
Bill clerk, 10 per cent.
Foreman and the regular weekly pay-roll of plant employees.

SCHEDULE C

(Special Publication Department Salaries)

Subscription clerks.
Bill clerk, 10 per cent.
Advertising representatives.

SCHEDULE D

(Special Retail and Purchase Department Salaries)

Chief clerk.
Assistant clerk.
Messenger.
Bill clerk, 10 per cent.
Foreign periodical expert.
Purchasing agent for laboratory supplies and equipment.

II. MANUFACTURING DEPARTMENT

The valuation of the equipment of the Manufacturing Department July 1, 1894, amounted to $12,364.65. Subsequent purchases made to June 30, 1902, brought the total amount of the expenditures up to $20,732.23. Deductions were made during the time to profit and loss on

account of depreciation, etc., so that at the close of the decennium the inventory shows a net valuation of $10,521.77. The equipment is represented largely in the composing-room, where a most complete outfit has been collected. The main dress of the body letter is old style, the fonts of different sizes approximating the following weights: 12 point, 1,000 pounds; 11 point, 8,000 pounds; 10 point, 10,000 pounds; 9 point, 2,000 pounds; 8 point, 3,000 pounds, and 6 point, 3,000 pounds. In addition should be mentioned a smaller dress of modern body type, amounting, in the aggregate of the several sizes, to about 8,000 pounds. The plant is provided also with large fonts of Greek in five sizes, Hebrew in two sizes, Nestorian Syriac, Arabic, Ethiopic, etc., and with many special mathematical, astronomical, paleographic, and linguistic signs and accents. Through the latter means The University Press has made a record for its ability to produce work impossible in almost any other printing plant in the West. Preparatory to executing the mechanical work in connection with the Decennial Publications of the University, plans are being made to lay the foundation for a complete dress of modern body type, and sufficient quantities have been purchased to meet the immediate needs of the work.

The following statements show the operations of the Department since the responsibility for the same was assumed by the University:

TABLE IV

STATEMENT OF ORIGINAL COST OF MANUFACTURING PLANT AND ADDITIONS THERETO

1894, May 15, Original purchase	$12,364.69	
May 15 to June 30, 1894	387.79	
Fiscal year 1894–1895	494.83	
" " 1895–1896	1,585.66	
" " 1896–1897	1,514.37	
" " 1897–1898	1,062.09	
" " 1898–1899	713.92	
" " 1899–1900	448.85	
" " 1900–1901	224.98	
" " 1901-1902	1,935.05	
		$20,732.23
Deductions:		
By charge to "profit and loss" account depreciation:		
June 30, 1899	$1,812.33	
" 1900	1,675.98	
" 1901	1,083.98	
" 1902	1,169.08	
By charge to capital account June 30, 1901	4,469.09	
		$10,210.46
1902, June 30, inventory		$10,521.77

TABLE V

STATEMENT OF PRINTING STOCK ON HAND AND WORK IN PROGRESS JULY 1 EACH YEAR

1894, July 1, inventory	$ 845.84
1895 " "	3,422.91
1896 " "	6,598.60
1897 " "	6,899.07
1898 " "	12,024.34
1899 " "	9,041.86
1900 " "	13,264.72
1901 " "	5,187.30
1902 " "	8,829.27

TABLE VI

SUMMARY OF PROFIT AND LOSS

Period	Profit	Loss
May 15, 1894, to June 30, 1895	.....	$2,414.49
Fiscal year 1895–1896	.....	2,251.09
" " 1896–1897	$1,405.21	.....
" " 1897–1898	2,296.95	.....
" " 1898–1899	.....	3,906.40
" " 1899–1900	.....	9.14
" " 1900–1901	276.44	.....
" " 1901–1902	1,156.88	.....
Total	$5,135.48	$8,581.12
Net loss	3,445.64	.....

TABLE VII

STATEMENT OF RECEIPTS, EXPENSES AND RESULTS, 1900-1 and 1901-2

Year	Receipts	Expenses	Results
1900–1901	$68,045.87	$67,769.43	$ 276.44 gain
1901–1902	90,543.93	89,387.05	1,156.88 "

III. PUBLICATION DEPARTMENT

Prior to July 1, 1900, no attempt had been made toward the establishment of a Publication Department on a separate basis. Sales had been carried on through the Purchase and Retail Department, but the arrangement was found to be extremely unsatisfactory. During the year 1900–1901 the publication business, as such, was divorced from the Purchase and Retail Department and put under separate management. The wisdom of this procedure has been demonstrated, and it is believed, with the plans which are now being followed, that the Department will become one of the most important lines of activity yet entered upon. While the financial gain of the past two years has not been great, it shows the possibilities which lie in the field of the Department. It must always be true that much of the material published by a University Press will not be self-sustaining from a financial standpoint. The responsibility for issuing publications of this sort must always rest with the University itself, and the problem of The University Press will be that of distributing in the most economical way. The first step in the organization of the Department was the preparation of a catalogue announcing the titles of all books previously issued. This appeared February 1, 1901. Many of the more recently issued books will show a profit, and it is probable that the entire investment in separate books and pamphlets made up to this time can be cared for eventually without financial loss to the University.

The following statement shows the output of books and pamphlets by fiscal years, beginning July 1, 1892:

TABLE VIII

1892–1893	2	1898–1899	22
1893–1894	3	1899–1900	28
1894–1895	11	1900–1901	28
1895–1896	8	1901–1902	40
1896–1897	31		
1897–1898	27	Total	200

The following conspectus of the output by allied groups will be of interest:

TABLE IX

Philosophy and Psychology	10
Education	41
Theology and Religion	7
Political Economy, Political Science, and Sociology	31
History	7
Languages and Literatures	44
Natural Sciences	58
Miscellaneous	2
Total	200

A comparative statement of the financial results of the last two years is shown in the following table:

TABLE X

Year	Receipts	Expenses	Results
1900–1901	$ 8,861.93	$ 8,369.77	$492.16 gain
1901–1902	17,862.62	17,423.38	439.24 "

The largest undertaking yet entered upon by The University Press in connection with its Publication Department is a series of volumes to be issued for the University in commemoration of the completion of the first ten years of academic work. These volumes, announced as the *Decennial Publications of the University of Chicago*, are authorized by special action of the Board of Trustees, and edited by a committee of the Faculty, of which Professor Edward Capps is the chairman. The plans contemplate two series of cloth-bound books; the first quarto, the second octavo. The First Series includes two volumes of Reports and eight volumes of Investigations, the latter consisting of a collection of articles representing the work of research of the several Departments of the University organized during the decennium. The Second Series includes eighteen separate volumes, embodying original research and consisting of systematic treatises, unpublished documents, and collections of articles on allied subjects.

Preprints from Vols. VII and IX, respectively (First Series), have recently appeared, namely, "On the Text of Chaucer's Parlement of Foules," by Eleanor Prescott Hammond, and "The Velocity of Light," by Professor Albert A. Michelson. The work as a whole is well under way, and will probably extend over several years, involving an expenditure, including the cost of manufacturing and publication, of about $75,000. The expense of the First Series will probably represent a direct contribution of the University, as it is not expected that the general sales of the volumes will be large. The books of the Second Series, however, in almost every instance, have a special constituency to which they appeal, and the sales of these are expected to reimburse the University for a large portion of the total expenditure involved in carrying out the plans.

An important line of work connected with the Publication Department lies in the field of the departmental periodicals. These journals have formed one of the chief features of the Press from the beginning, the aggregate number of pages in all having averaged about eight thousand per year. The work includes at present the management of the subscription and advertising departments of ten periodicals and one quarterly magazine published on contract.

During the first fiscal year publication of the following journals was undertaken: the *Journal of Political Economy*, the *Journal of Geology*, the *American Journal of Semitic Languages and Literatures* (*continuing Hebraica*), the *Biblical World*, and the *University*

Extension World. The list was continued during the second year, 1893–94, and during 1894–95 the *American Journal of Sociology* and the *Astrophysical Journal* were established. During this year the *University Extension World* was discontinued. In 1895–96 publication of the *School Review*, the *Botanical Gazette*, and the *American Journal of Theology* was inaugurated, together with *Terrestrial Magnetism*, which was published for one year. Since that date the list of journals has remained the same, with the addition of a series of "Constructive Bible Studies" which was issued during 1899–1900. During this year the publication of the *Manual Training Magazine*, a quarterly, was assumed on contract.

While allowances for meeting the expenses of the journals have been liberal, it has been found impossible, with the enlarging scope, to keep them within their several appropriations, and in this connection it is to be said that The University Press has contributed materially toward the administrative support of the journals, aside from carrying its other financial burdens. The following figures will be of interest in this connection:

TABLE XI

Year	Appropriation	Cost	Overcharge	Receipts	Excess Cost over Receipts
1898–1899	$38,600.00	$40,671.92	$2,071.92	$17,815.42	$22,856.50
1899–1900	40,100.00	40,673.73	573.73	17,670.01	23,003.72
1900–1901	39,600.00	42,403.04	2,803.04	23,795.82	18,607.22
1901–1902	41,100.00	46,358.92	5,258.92	24,136.38	22,222.54

Aside from the activities, already noted, of the Publication Department, the handling of University Extension Syllabi, Reading Lists, Tracts, Circulars, etc., has formed an important feature of the business. The publications of the University Extension Division now number more than one hundred and fifty titles, and the work connected therewith has to do with the care of the stock, the shipping of syllabi on special orders to University Extension lecture centers, the collection of all moneys due, etc.

Another important feature is the handling of all official documents of the University. This list now includes the miscellaneous circulars and departmental programs, the *President's Report*, the *Annual Register*, the *University Record*, the *Weekly Calendar*, the *Bulletin of Information*, the *Circular of Information*, and the *Announcements*.

The *President's Report* has been published in two volumes as follows:

TABLE XII

1897–98	viii + 261 pages
1898–99	xl + 224 "

The *Annual Register* has been published as follows:

TABLE XIII

1892–93	vii + 244 pages
1893–94	vii + 315 "
1894–95	vii + 399 "
1895–96	vii + 440 "
1896–97	vii + 444 "
1897–98	viii + 480 "
1898–99	viii + 501 "
1899–00	viii + 471 "
1900–01	viii + 490 "
1901–02	viii + 543 "

The *University Record*, edited by the Recorder of the University, is published monthly.

The *Weekly Calendar*, edited by the Recorder of the University, is published forty-five times a year during the scholastic sessions.

The *Bulletin of Information*, edited by the Recorder of the University, is published six times a year.

The *Circular of Information*, edited by the Recorder of the University, is published five times a year.

The *Announcements*, edited by the Recorder of the University, is published eight times a year.

IV. PURCHASE AND RETAIL DEPARTMENT

Through the Purchase and Retail Department all purchases of library books and laboratory supplies and equipment, are negotiated, and stationery and office supplies for the various Departments of the University are furnished. A book and stationery store for the convenience of patrons is maintained, and a depository for laboratory supplies is conducted, although goods are never sold through the latter agency. The following statements show the results of the operations of the Department for the period covered by University control:

TABLE XIV

STATEMENT OF THE CONDITION OF THE STOCK FROM JULY 1, 1894, TO JULY 1, 1902

July 1, 1894, inventory	$7,009.92
" 1895, "	8,410.24
" 1896, "	10,450.59
" 1897, "	7,754.73
" 1898, "	9,163.94
" 1899, "	9,091.00
" 1900, "	11,550.14
" 1901, "	10,634.70
" 1902, "	14,505.95

TABLE XV

SUMMARY OF PROFIT AND LOSS

Period	Profit	Loss
May 15, 1894, to June 30, 1895	$1,608.78	.....
Fiscal year, 1895-96	3,522.29	.....
" " 1896-97	.....	$4,504.49
" " 1897-98	.....	694.52
" " 1898-99	.....	44.93
" " 1899-00	2,868.71	.....
" " 1900-01	911.46	.....
" " 1901-02	1,718.76	.....
Totals	$10,630.00	$5,243.94
Net profit	.....	$5,386.06

The experience of the past three years demonstrates conclusively that it is possible to operate the Department at a profit. Should the present arrangement be continued, however, it will be necessary for one portion of the business to contribute practically the entire administrative support to the other line, which is distinctly different, namely, the administration of the work connected with the distribution of laboratory supplies and equipment. In order that the results of these two lines may be differentiated, it has been thought wise to arrange for a division

of the Department into two operating upon separate bases. The arrangement will provide for the Retail Department, which will retain the business connected with the retailing of books and stationery and the purchase of library books, and for the Laboratory Supply Department, which will have charge of the purchase and distribution among the laboratories of all supplies and equipment.

IV. CONCLUSION

In a report of this character many of the details which have entered into the history of the organization must of necessity be omitted. It is fair to say, however, that The Press has already demonstrated its value as a factor in the development of the University. Much has been accomplished, and much remains to be accomplished. The generous support which has been extended to the undertaking gives ground for the belief that the founders of the University planned well when this feature of the new institution was provided; and we believe that The University Press is only on the threshold of its usefulness to the scholastic world.

At the close of the first decennium the management is looking forward to the fulfilment of plans which will provide for the housing of the several departments under one roof. A fireproof building, costing $110,000, is nearing completion at the corner of Ellis avenue and Fifty-eighth street, which will eventually be devoted entirely to the interests of publishing. The basement and the first and fourth floors will be occupied immediately, while the second and third floors will be temporarily utilized for other University purposes. The space alloted to The Press in the new structure will provide only for immediate necessities. The whole building will be needed very soon to provide retail, stock, and administrative quarters, and for an enlargement of the mechanical equipment, so that all manufacturing excepting photo-engraving, lithographing, electrotyping, and edition bookbinding may be executed. Looking into the not far distant future, it is to be expected that all of these activities will be entered upon, together with undertaking to manufacture some materials and equipments, as, for example, printing inks and, possibly, founding the type needed in the work. An immediate investment to the extent of $25,000 is contemplated, which amount, in addition to the present plant, will provide typesetting machines and book presses of the latest invention, folding, stitching, and sewing machines for book work, new dresses of job and body type, and an equipment for doing job bookbinding and library repairing.

An important need of The University Press remains to be cared for, namely, a working capital of sufficient magnitude to enable the management to conduct the growing business without the necessity of asking credit beyond the terms ordinarily granted business houses, and without embarrassment to the University budget appropriations. With a definite working capital it will be possible for the affairs to be conducted at a material saving; and, with the situation met and adjusted, The University Press is in a position to go on to even greater things than have been accomplished in the past.

Respectfully submitted,

Newman Miller, *Director.*

Gaylord
PAMPHLET BINDER
Syracuse, N. Y.
Stockton, Calif.

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